

MARYLAND STATE HIGHWAY ADMINISTRATION
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT
CONSULTANT SERVICES DIVISION
707 NORTH CALVERT STREET
BALTIMORE, MARYLAND 21202

May 12, 2023

Contract No.: 2023-11
Description: Pavement &
Geotechnical Engineering Design
Services, Statewide

REQUEST FOR TECHNICAL PROPOSAL ADDENDUM NO. 3

To All Prospective Offerors:

Please be advised that the Request for Technical Proposal for this contract are due by **12:00 PM (NOON) on May 22, 2023**, and must be submitted through the eMaryland Marketplace Advantage (eMMA) as outline in the advertisement. Request for Technical Proposal received after the deadline will not be accepted no matter how they have been transmitted.

RED LINE REVISIONS (RLR)

Please note the following Red Line Revisions for the **Request for Technical Proposal**:

RL01:

Section H – Additional Information: This section shall be limited to one (1) page and must certify that the Key Staff individuals meet the education, experience, registration/licensure, expertise, and all other professional qualifications specified in this advertisement. Please exclude any confidential personal information. ~~Any information presented in Section H will be considered in the evaluation of the proposal.~~

RLR1:

Section H – Additional Information: This section shall be limited to one (1) page and must certify that the Key Staff individuals meet the education, experience, registration/licensure, expertise, and all other professional qualifications specified in this advertisement. Please exclude any confidential personal information.

CONSULTANT QUESTIONS

The following questions are written Request for Technical Proposal Questions received prior to the deadline of 12:00 PM (NOON) on May 5, 2023, from consultant candidates. The responses are provided for clarification to all candidate in bold after the questions:

Q1: The RFP requires the Scope and Work Plan to be “letters”. Are these pages to be formatted like a letter? To whom should the letters be addressed?

A1: **The Scope and Work Plan “letters” are not required to be in traditional “letter” format or be addressed to a specific entity.**

Q2: If your firm is selected to be the Pavement Designers for the winning team..."
Are we to assume this means our firm is on the winning P3 team? Please clarify

A2: Yes, assume that your firm is on the winning P3 team for this question/scenario.

Q3: Key Staff 3 and 4 do not need to have any experience based on the EOIRFP. How is this related to the "The experience for each individual Key Staff as described below shall be recent experience performed within the last five (5) years."? How can a Key Staff that does not need to have experience should also fulfill the requirement of recent experience performed within the last five (5) years. Does this mean the experience required for the Key Staff 3 and 4 can be any experience and does not need to be in recent 5 years?

A3: The Administration is constantly evaluating its needs and believes that it is in its best interest and that of the public that experience claimed for any Key Staff under "Section 8. Evaluation Criteria" be within the last five (5) years."

Q4: It is our understanding that the percentage of work should be included in the Subconsultant's Commitment Letter - please clarify.

A4: For each subconsultant the percentage of work projected to be completed over the duration of the contract needs to be stated.

Q5: Is the proposal asking for MDOT Federal DBE Form C & D at this time? Generally, these two forms are required at the time of the Price Proposal - can you please clarify?

A5: For the Technical Proposal stage DBE Form A and DBE form B are required. DBE Forms C & D will be required for the Price Proposal stage if necessary.

Q6: Any information presented in Section H will be considered in the evaluation of the proposal. How will Section H be evaluated? Will it be evaluated as A, U or N

A6: See pen and ink RLR1 above.

Q7: This is what Section E of SF 330, Key Staff says – "The experience for each individual Key Staff as described below shall be recent experience performed within the last five (5) years."

Since this is the third time this procurement is out and this requirement is different than the first two time this procurement came out, we request that the condition for recent experience should be changed to 7 years since last 3 years have been lost from March 2020 to March 2023 due this procurement getting cancelled twice. This has an effect on the SF 330 Section E resume due to the 5-year recent experience requirement. Considering the exceptional circumstances due to cancelling the solicitation twice and losing 3 years of valuable experience, we respectfully request the recent experience performed should be changed to "within last seven (7) years." for Section E of SF 330, Key Staff

A7: The Administration is constantly evaluating its needs and believes that it is in its best interest and that of the public that experience claimed for any Key Staff under “Section 8. Evaluation Criteria” be within the last five (5) years. For example, a Key Staff with eight (8) years of experience (as identified in the solicitation) shall have five (5) out of the eight (8) years within the last five (5) years.” Consultants can use any relevant experience including work with Federal Highway Administration, other state Departments of Transportation, other Maryland State Departments, etc.

Q8 Section 2 “Consultant Services Required” mentions the development of a knowledge and transition plan. Where in the technical proposal should the transition plan be included?

A8: Offerors shall include a knowledge and project transition plan within the Work Plan of their submittal.

Q9: Section C “Work Plan” mentions the consultant must submit a maximum 2 pages letter certifying the work plan. Is the letter in addition to the 2 pages work plan or the letter certifying the work plans is part of the 2 pages work plan?

A9: The Work Plan shall be limited to a two-page letter.

Q10: Section H “Time Distribution” states the consultant shall indicate the number of simultaneous project assignments the consultant and each subconsultant could handle individually. Since the capacity to handle simultaneous project assignments highly depends on the level of complexity of each project assignment, we consider that based on the information provided it is hard to provide a reasonable estimate. Would it be possible to provide additional information detailing the nature of the project assignments? We can prepare a more accurate estimate with this information.

A10: The time distribution shall be based on the requirement of Key Staff individuals to provide onsite support at MDOT SHA facilities or designated offices by MDOT SHA, and in accordance with Section H of the solicitation.

Q11: The RFP states, “Completed US Government Standard Forms (SF) 330 Parts I and Parts II for the Prime and for each proposed subcontractor.” Are you requesting a full SF330 Part I, sections A-G, as well as Part IIs to be submitted of each sub-consultant?

A11: Offerors shall submit SF 330 Part I and Part II in order to document the team(s) used to accomplish the scope of work outlined in the advertisement. SF 330 Part I includes “Contract-Specific Qualifications” and may include information from both the prime/JV and sub-consultants. Part II is needed for the prime/JV only.

Q12: The RFP states, “Completed US Government Standard Forms (SF) 330 Parts I and Parts II for the Prime and for each proposed subcontractor.” Please clarify whether or not Part I, Section G is desired.

A12: See A11

**THE SIGNED ADDENDUM MUST BE INCLUDED IN THE REQUEST FOR
TECHNICAL PROPOSAL IN FRONT OF THE TRANSMITTAL LETTER**

Jada Wright

May 12, 2023

Jada J. Wright, Director
Office of Procurement and Contract Management

Date

Acknowledgement of Receipt

Firm Name

Signature-Authorized Official

Title

Date